

EXHIBIT 8-O

INSTRUCTIONS FOR “REQUEST FOR PAYMENT & STATUS OF FUNDS REPORT”

Section I – Request for Payment (CDBG-ED Recipient Information)

1. MDOC CONTRACT NUMBER: Enter the MDOC contract number as it appears on the contract between the local government and the MDOC
2. DRAWDOWN NUMBER: Number consecutively beginning with “1” for the initial request. Enter the appropriate number and the word “FINAL” for the final request
3. TOTAL AMOUNT REQUESTED: Enter the total amount of the request. *Must be the same as Line 18, Column F, Section II.*
4. NAME AND ADDRESS OF GRANTEE: Enter the name and mailing address of the LOCAL GOVERNMENT grantee (City, Town, or County). The name and address should be exactly the same as the name and address on the “Designation of Depository” form (Exhibit 1-E) submitted to the DOC, if applicable.
5. MAKE DEPOSIT PAYABLE TO: Enter the name of the local government grantee (City, Town, or County). For cities and towns, enter the name and address of the bank as shown on the “Designation of Depository” form (Exhibit 1-E) submitted to the MDOC. For counties, enter the address for the County Treasurer.
6. ACCOUNT NUMBER: Enter the grantee’s bank account number as shown on the “Designation of Depository” form (Exhibit 1-E) submitted to the MDOC (for cities and towns).

SECTION II -- STATUS OF FUNDS (FINANCIAL INFORMATION)

7. COLUMN B, LINES 1 THROUGH 8, ADMINISTRATION AND LINES 11 THROUGH 15, ACTIVITY BUDGET LINE ITEMS: Enter the budget line item names for each Administration and Activity item funded by the CDBG-ED Program as shown on “Attachment B, Budget Form” of the grant contract between the local government grantee and the MDOC. “Activity” line items are the items that for which the business will receive grant or loan funds (e.g., working capital, customized employee training, equipment, etc.)
8. COLUMN C, AMOUNT BUDGETED, LINES 1 THROUGH 8, ADMINISTRATION AND LINES 11 THROUGH 15, ACTIVITY AMOUNT BUDGETED: Enter the dollar amount budgeted for each line item of the Administration and Activity budget funded by the CDBG-ED Program as shown on “Attachment B, Budget Form” of the grant contract between the local government grantee and the MDOC. *Be sure to include the appropriate totals on Lines 9, 16 & 18.*
 - ▶ Note 1: If using the computerized version of this form, additional line items can be added, if necessary, adjusting the subsequent line item numbers as needed.
 - ▶ Note 2: If amending the budget, place an asterisk next to the budget line item name (column B) and type the new amount in Column C. **IMPORTANT**: The Total Administration Budget (line 9), Total Activity Budget (line 16), and Total Grant Budget (line 18) CANNOT be increased. Budget adjustments must receive approval from the MDOC. For adjustments of \$5,000 or less between line items, MDOC approval of the Request for Payment form will constitute approval of the budget adjustment. The rationale for budget adjustment must be described in the Project Progress Report. Budget adjustments of more than \$5,000 require prior formal written MDOC approval.

9. COLUMN C, LINES 10 and 17, Percent
 - 9.a Line 10, % of Total Grant: Total on Line 9, Column C (TOTAL ADMINISTRATION BUDGET, *divided by* total on Line 18, Column C (TOTAL GRANT BUDGET))
 - 9.b Line 17, % of Total Grant: Total on Line 16, Column C (TOTAL ACTIVITY BUDGET), *divided by* total on Line 18, Column C (TOTAL GRANT BUDGET)
10. COLUMN D, EXPENDED PRIOR TO THIS DRAW, LINES 1 THROUGH 8, AND LINES 11 THROUGH 15: Enter the cumulative amount drawn for each line item (the total from all the previous draws.) *Be sure to include the appropriate totals on Lines 9, 16 & 18.*
11. COLUMN D, LINES 10 and 17, Percent
 - 11.a Line 10, % of Column C: Total on Line 9, Column D (Total Expended Prior To This Draw), *divided by* total on Line 9, Column C (Total Administration Amount Budgeted)
 - 11.b Line 17, % of Column C: Total on Line 16, Column D (Total Expended Prior To This Draw), *divided by* total on Line 16, Column C (Total Activity Amount Budgeted)
12. COLUMN E, BALANCE REMAINING PRIOR TO THIS DRAW, LINES 1 THROUGH 8, AND LINES 11 THROUGH 15: Amounts for each line item in Column C (Amount Budgeted) *minus* the amounts for each line item in Column D (Expended Prior to this Draw). *Be sure to include the appropriate totals on Lines 9, 16 & 18.*
13. COLUMN F, AMOUNT REQUESTED, AND LINES 11 THROUGH 15: Amounts requested for each line item. *Be sure to include the appropriate totals on Lines 9, 16, 18, & 21.* All amounts requested must be supported by appropriate backup documentation. **Documentation for ALL requests for Activity funds must be dated (incurred) on or after the date funds are released by the MDOC.** Documentation for requests for Administration funds must be dated (incurred) on or after the date of the authorization to incur administrative costs.
- 14.a Line 19, CDBG CASH ON HAND: Enter the amount previously requested and received but not expended by the local government, if any
- 14.b Line 20, AMOUNT OF REQUESTS SUBMITTED AND NOT RECEIVED: Enter the amount previously requested by the local government but not received, if any
- 14.c Line 21, TOTAL PREVIOUSLY DRAWN FROM STATE: Enter the total previously drawn from the MDOC. Should be the same as the amount on Line 18, Column D
15. REMARKS: Use this space to briefly clarify any information provided

SECTION III – LOCAL CERTIFICATION

16. **TWO ORIGINAL** authorized signatures from the local government grantee are required, along with the date signed and titles of those signing. These signatures must be exactly as shown on the Signature Certification Form (Exhibit 1-D). **PHOTOCOPIED SIGNATURES ARE NOT ACCEPTABLE.**

SECTION IV – DOC CERTIFICATION

17. Leave blank. For MDOC use. Note: You can use an initial copy of the form as a “master” to avoid unnecessary duplication of information that does not change on subsequent draw requests. Fill in the information for *MDOC Contract Number, Name & Address of Grantee, and Make Deposit Payable To* in Section I and Columns B and C, Lines 1 thru 18 in Section II, then make a photocopy of this “master”. For each subsequent draw request, enter the remaining information on a **copy** of this “master” form. **Submit the signed “original” of the draw request**, retaining a copy for your files.

*INSERT COPY OF REQUEST FOR PAYMENT & STATUS OF FUNDS REPORT FOUND AT
L:\CDBG\PUBLICAT\Chapter_8\2000GrantAdminManual\Exhibit_8_O.xls]form explain*

*INSERT COPY OF REQUEST FOR PAYMENT & STATUS OF FUNDS REPORT FOUND AT
L:\CDBG\PUBLICATI\Chapter_8\2000GrantAdminManual\Exhibit_8_O.xls]draw1 example*

*INSERT COPY OF REQUEST FOR PAYMENT & STATUS OF FUNDS REPORT FOUND AT
L:\CDBG\PUBLICATI\Chapter_8\2000GrantAdminManual\Exhibit_8_O.xls\draw2 example*

SAMPLE ECONOMIC DEVELOPMENT PROJECT PROGRESS REPORT

NAME OF COMMUNITY: City of Sunrise
GRANT CONTRACT NUMBER: #MT-CDBG-ED00-01
DRAWDOWN NUMBER: 2
DATE: 03/12/01
TOTAL REQUESTED: **\$127,690.00**

Administration: Total Amount Requested **\$ 2,690.00**

The funds requested for administrative costs in this drawdown are for the following tasks:

1. Personal services for completion of the environmental review (see attached breakdown of hours and activities performed)
5 Hours at \$20.00/hour, including fringe..... \$ 100.00
2. Reimbursement for project related telephone calls, faxes, and postage (see attached breakdown of costs)..... \$ 50.00
3. Reimbursement for project related supplies (see attached breakdown of costs)..... \$ 40.00
4. Quarterly payment to Project Manager in accordance with the agreement between the City and the Project Manager (see attached invoice) \$ 2,500.00

Activity: Total Amount Requested **\$125,000.00**

Construction of the new structure has been completed on schedule and AAA Industries should be relocating to the new building in two weeks. As you are aware, the loan agreement for working capital, equipment, and furniture and fixtures was approved by MDOC and entered into by the City and the company. Documentation of the costs incurred by the company for working capital (\$50,000), equipment (\$50,000), and furniture and fixtures (\$25,000) have been attached to this report and drawdown request. Enclosed is a copy of the company's quarterly financial balance sheet and profit and loss statement. The company will begin hiring low and moderate-income persons for the new jobs being created in three weeks, after the new building is occupied and operations resume. Five new positions will be created in the next month. Those positions will require some on the job training as mentioned in the hiring and training plan.

*INSERT COPY OF REQUEST FOR PAYMENT & STATUS OF FUNDS REPORT FOUND AT
L:\CDBG\PUBLICAT\Chapter_8\2000GrantAdminManual\Exhibit_8_O.xls]blank form*